
INVITATION TO BID (ITB) NO. N_47_2020_AFG

CONTRACT FOR PROCUREMENT OF SOUND SYSTEM AND TV

Date: 10th March 2020

Dear Sir/Madam,

You are kindly requested to submit your bid, for services described in this ITB.

Bidders requesting clarification on provisions stipulated in this ITB shall communicate those in writing to afg-tenders@idlo.int no later than 72 hours prior to the deadline for submission of bids. The requests for clarification should have “**Request for clarifications for ITB No. N_47_2020_AFG**” mentioned in the subject.

By submitting a bid in response to this information, bidders are confirming acceptance of IDLO’s General Terms and Conditions and Payment Policy of within 30 days after delivery of goods on presentation of complete and correct invoice.

This ITB is comprised of:

Instructions to bidders	
Terms of Reference/Technical Specifications:	Annex A
Bid Submission Form:	Annex B
Price Schedule :	Annex C
IDLO Special Conditions of Contract:	Annex D
IDLO General Terms and Conditions for the Procurement of Goods:	Annex E
Supplier Code of Conduct:	Annex F

Bids shall be submitted to the following secure e-mail address: afg-tenders@idlo.int no later than **25th March 2020, 15:00 Kabul local time**. The prices will remain unchanged during the period of contract implementation.

Email should have “Bid for ITB No. N_47_2020_AFG” mentioned in the subject line.

Bids shall not exceed 20MB in size.

Instructions to Bidders:

Qualification Requirements	<p>Bidders are required to submit the following documents to ascertain their qualification:</p> <ul style="list-style-type: none">(a) Valid Tax Compliance Certificate;(b) Valid Business licence;(c) Corporate Bank Account;(d) Copy of National Identity Card (NIC) and valid passport for vetting purposes.(e) Proof of similar previous experience proven (copy of PO/recommendation letter) in supply and delivery of similar goods.(f) Submit physical address and contact details of office branches;(g) Annexes B & C duly filled, signed and stamped. <p>Failure to submit the required documentation above will result in disqualification from the bidding process.</p>
Determination of Bids Responsiveness	<p>Prior to the detailed evaluation of bids, IDLO shall determine whether each bid</p> <ul style="list-style-type: none">a) has been properly signed;b) is substantially responsive to the requirements.
Bid Errors & correction	<p>Bids determined to be substantially responsive shall be checked by the IDLO for any arithmetic errors. Errors shall be corrected by the IDLO as follows:</p> <ul style="list-style-type: none">a) where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern; andb) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted shall govern.c) The amount stated in the bid shall be adjusted by IDLO in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. <p>Bidders may revise their bids up to the closing date and time, revised bids should be clearly marked with "revised bid". No changes to bids will be accepted after the bid has closed, this includes any price revision.</p>
Evaluation Criteria	<p>Evaluation of bids will be done according to:</p> <ul style="list-style-type: none">1. Full submission of pre-qualification documents2. Required Annexes duly completed and signed

	3. Price
Award of Contract	<p>IDLO shall award the Contract(s) to the Bidder(s) whose offer are been determined to be the lowest evaluated bidder(s) substantially responsive to the ITB.</p> <p>IDLO reserves the right to accept or reject any bid and to annul the solicitation process and reject all bids at any time prior to award of contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected Bidder or Bidders of the grounds for the IDLO's decision.</p>
Late Bid Submission	Late bids or bids received through another channel than the one mentioned in this ITB will be automatically disqualified.
Partial bids	Partial bids are not permitted.
Validity of bids	90 days from deadline for submission of bids.
Currency of bids	USD
Delivery Terms	Goods will be delivered to IDLO Kabul office after Contract/PO signature by last party within 20 calendar days.
Required attachments to the bid	<p>The bid will consist of:</p> <ul style="list-style-type: none"> - Annexes B and C duly completed - Documents referred to under Qualification Requirements (if required) - Any other supporting documents that bidder considers relevant

This Invitation to Bid is not construed in any way as an offer and/or commitment to contract with any company.

Annex A: Technical Specifications

Overview

IDLO is the only intergovernmental organization exclusively dedicated to promoting the rule of law and access to justice. IDLO enables governments and empowers people to reform laws and strengthen institutions to promote peace, justice, sustainable development and economic opportunity.

The overall objective of procurement in IDLO is the timely acquisition of goods and services in support of IDLO activities in a competitive and transparent manner while ensuring fitness of purpose and the Best Value for Money.

IDLO procurement activities adhere to the principle of fairness, competition and transparency.

This ITB for **Supply and Delivery of Sound Systems and Television** is expected to result in a Contract with successful service providers.

IDLO Office intends to purchase requested items for its program activities considering the following technical specifications for the items.

A. **TV for conference room**

- Wall stand (Bracket set)

Display and picture quality:

- Screen Type (OLED/LED) LED/LCD Screen size (Inch/cm) 75" (189cm)
- Resolution 3840 x 2160
- Field Refresh Rate (Hz) 200
- HDR - High Dynamic Range: Yes
- Dolby Vision: Yes
- Wide Color Gamut: Yes (ColourPrime)
- Processor: Quad-Core
- Backlight Type: LED
- Local Dimming: Yes
- ULTRA Luminance: Yes
- Screen Design: Flat
- Picture Modes: 11 (Vivid, Standard, APS, Cinema, Soccer/Cricket, Game, Photo, HDR Effect, Dolby Vision, ISF Bright Room, ISF Dark Room)
- Color Bit Depth: 10-bit Processing
- Dynamic Color Enhancer: Yes
- 3D: Yes (FPR)
- 3D Glasses: Yes (2)
- Tuner: MPEG-2/4 DVB-T2 (Single)
- Resolution Upscaling: Yes



Convenience Features:

- Magic Remote: Yes
- Voice Commands: Yes
- EPG (SI - 8 days): Yes
- User Guide (Built-in): Yes
- Time Machine Compatible (HDD Recording): Yes
- Additional Remote: Yes
- Universal Remote Feature: Yes
- USB Video Playback Formats

DivX/Xvid/H.264/MPEG-4 /AVC/WMV/ AVI/M4V/MOV/3GP/3G2/MKV/TS/TP/HEVC

- USB Music Playback Formats: MP3/WAV/OGG/WMA
- USB Photo Playback Formats: JPEG/PNG/BMP
- Simplink (HDMI-CEC): Yes

Smart TV Features:

- Smart TV Operating System: webOS 3.0
- Wi-Fi Built-In: Yes (802.11.ac)
- 4K UHD Streaming: Yes
- Web Browser: Yes
- FreeviewPlus (HbbTV): Yes
- Netflix: Yes
- Netflix Recommended TV: Yes
- My Channels: Yes

Smart Share:

- Network File Browser: Yes
- Miracast: Yes
- Intel® Wireless Display (WiFi): Yes
- Smartphone Remote App: Yes

Audio Features:

- Audio Output: 60W
- harman/kardon® Design: Yes
- Sound Channels: 2.0ch
- Audio Decoder: MP3/WAV/OGG/WMA/AC3/EAC3 /HE-AAC/AAC/MP2/PCM/DTS/DTS-HD
- Surround Mode: ULTRA Surround
- Sound Modes: 6 (Standard, Cinema, Clear Voice III, Soccer, Music, Game)
- Magic Sound Tuning: Yes
- Smart Sound Mode: Yes
- Sound Sync Wireless (Bluetooth): Yes
- Audio Return Channel (ARC): Yes

Connections:

- HDMI 2.0a Input: Yes (3)
- USB 3.0 Input: Yes (1)

- USB 2.0 Input: Yes (2)
- RF Antenna Input : Yes (1)
- Component/Composite Input: Yes (Phone Jack Type - Shared Audio)
- Headphone (3.5mm) Output: Yes (1)
- Digital (Optical) Audio Output: Yes (1)
- LAN Port: Yes (1)

Dimensions/Regulatory:

- W x H x D with stand: 1681mm x 1021mm x 341mm
- W x H x D without stand: 1681mm x 959mm x 56mm
- Weight with stand: 50.3kg
- Weight without stand: 46.8kg
- VESA size: 600 x 400
- Energy Star Rating: 6 Stars
- EAN: 8806087617986

Warranty:

- Warranty Period: 1 Year Warranty - Parts and Labor

B. Logitech RALLY Conference Video Call Equipment - Full Set

- Ultra-HD imaging system supports:
4K, 1440p, 1080p, 900p, 720p, and SD at 30fps
- 1080p, 720p at 30fps and 60 fps
- Smooth motorized pan, tilt and zoom
- Pan: $\pm 90^\circ$
- Tilt: $+50^\circ / -90^\circ$
- 15x HD zoom
- Field of View:
Diagonal: 90°
- Horizontal: 82.1°
- Vertical: 52.2°
- Autofocus
- 3 camera presets
- Kensington security slot
- Video mute/unmute LED indicator
- Standard tripod thread
- Lens parks at -90° in sleep mode for assured privacy
- RALLY MIC POD
- Pickup range: 15 ft / 4.5m diameter
- Four omnidirectional microphones forming eight acoustic beams

- AEC (Acoustic Echo Cancellation)
- VAD (Voice Activity Detector)
- Background noise suppression
- Mute button with LED status indicator
- Captive 9.6 ft (2.95m) 12-pin cable
- Daisy chain up to 7 Rally Mic Pods
- Frequency response: 90Hz – 16kHz
- Sensitivity: >-27dB +/-1dB @ 1Pa
- Microphone data rate: 48 kHz
- Recommended # of participants:
- Rally (one Mic Pod): 10
- Rally Plus (two Mic Pods): 16
- Additional participants per Mic Pod: 6
- Recommended participants for Rally with 7 Mic Pods: 46
- RALLY SPEAKER
- High-performance 3" (76mm) driver with rare-earth magnet
- Patent-pending suspension system eliminates vibration-induced camera shake and audio interference
- Mini XLR cable connects to Rally Display Hub for both signal and power
- Speaker volume 95dB SPL @1W, 100dB SPL @7.5W, both +/-2dB at ½ meter
- Sensitivity: 95+/-2dB SPL at ½ meter
- Distortion: 200Hz–300Hz < 2.5%, 300Hz–10kHz < [1%@7.5W](#)
- Speaker sampling rate: 48 kHz

Rally Table Hub

- Single CAT6A cable connection to Rally Display Hub (16.4 ft / 5m cable included, supports customer-supplied cables up to 164 ft (50 m))
- Active speaker detection: analyzes audio from up to 7 Mic Pods and 56 beams every 8ms
- 12 Pin connector for Rally Mic Pod
- HDMI Type A passthrough to Display Hub (x2)
- USB Type C
- USB Type A (reserved for future capability)
- USB Type B (connects to meeting room computer)
- RJ45 (reserved for future capability)
- Power input

Rally Display Hub

- HDMI Type A (x2) (connects to displays)
- USB C (connects to Rally Camera)
- USB Type B (connects to meeting room computer)

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- RJ45 (connects to Table Hub)
 - Mini XLR (x2)
 - Powers one or two Rally Speakers
 - Power input

Remote Control

- RF remote control (line of sight not required)
 - CR2032 batteries (included)
- CABLES / POWER

Camera to Display Hub

- 6.5 ft (2m) USB 3.1 Type C to USB Type C 3.1
- Conference Room Computer to Display or Table Hub
- 6.5 ft (2m) USB 3.1 Type A to USB Type B

Display Hub to Table Hub

- 16.4 ft (5m) CAT6A Ethernet cable (supports customer-supplied cables up to 164 ft (50 m))
- Display Hub to Speaker (x2)
- 9.6 ft (2.95m) Mini XLR (supports customer-supplied extension cables up to 9.8 ft (3m))
- Conference Room Computer to Displays (x2)
- 6.5 ft (2m) HDMI A
- Mic Pod
- 9.6 ft (2.95m): Hardwired with 12 pin connector
- Power Outlets to Power Supplies (x2) 3.2 ft (1m)
- Power Supplies to Table Hub / Display Hub (x2) 4.9 ft (1.5m)

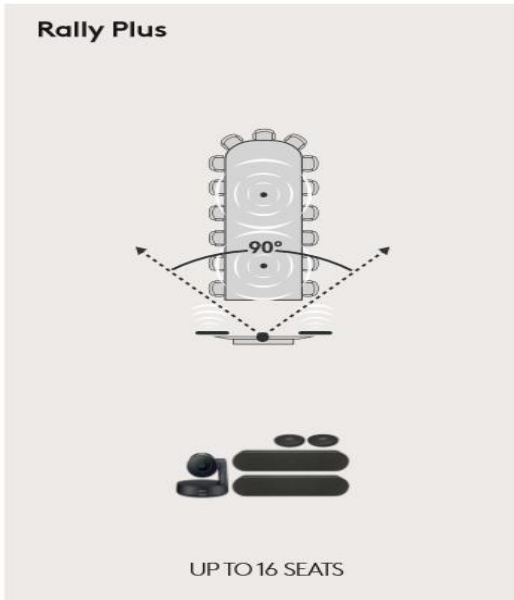
Available Accessories

- RALLY MOUNTING KIT
Rally Mounting Kit with cable retainers (x2) and mounting brackets for camera, speakers (x2), and hubs (x2)
- RALLY MIC POD
Deploy up to 7 Rally Mic Pods for greater audio coverage in larger rooms
- RALLY MIC POD HUB
Connect 1-3 Rally Mic Pods (or additional hubs) for placement flexibility and under-table cabling
- RALLY SPEAKER
Add a second Rally Speaker for larger rooms

Compatibility and Certifications

- Plug-and-play USB connectivity
- Certified for Skype for Business and ready for Teams

- Zoom Certified
- Fuze Certified
- Certified for Google Hangouts Meet Hardware
- Microsoft Cortana® certified
- Cisco Jabber® and WebEx Compatible
- Compatible with Blue Jeans, BroadSoft, GoToMeeting, Video, and other video conferencing, recording, and broadcasting applications that support USB cameras
- Warranty Period: 2 Years



For up to 25 seats are required.

C. Logitech small group video conference call solution - Full Set:

- Smooth motorized pan, tilt and zoom controlled from remote or console
Pan +/- 90°
Tilt +35° / -45°
10x lossless HD zoom
- Field of View:
Diagonal: 90°
Horizontal: 82.1°
Vertical: 52.2°
- Full HD 1080p 30fps
- H.264 UVC 1.5 with Scalable Video Coding (SVC)
- Autofocus
- 5 camera presets
- Far-end control (PTZ) of Conference Cam product (with supported services)

- Kensington security slot
- Video mute/unmute LED indicator
- Standard tripod thread
- Remote Control
- Camera, speakerphone, and call control
- 5 camera presets
- Docks on speakerphone
- IR 8.5 m/28-foot range
- CR2032 battery (included)

Speakerphone:

- Full-duplex performance
- Acoustic echo cancellation
- Noise reduction technology
- Ultra-wideband audio
- Pairs with mobile devices via *Bluetooth* and NFC
- LCD for caller ID, call duration and other functional response
- LEDs for speakerphone streaming, mute, hold, and *Bluetooth*
- Tactile buttons for call answer/end, volume and mute, *Bluetooth*, and camera controls
- 5 camera presets for pan, tilt, and zoom settings
- Kensington security slot

Microphones:

- Pickup range: 6m / 20 ft
- Pickup range with expansion mics: 8.5 m / 28 ft
- Four omnidirectional, beamforming microphones
- Frequency response: 100Hz – 11KHz
- Sensitivity: -28dB +/-3dB
- Distortion: <5% from 200Hz

Hub / Cables / Power

- Central Hub connects and powers all components
- Under-table mounting adhesive included
- One cable to camera: 5 m / 16 ft
- One cable to speakerphone: 5 m /16 ft
- Extended cables available (10 m and 15 m)



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- One USB cable for connection to PC/Mac (2 m / 6.6 ft)
 - AC Power adapter with regional plugs
 - Power cable (3 m / 9.8 ft)

Mount

- Dual-purpose bracket works for both wall mounting and tabletop elevation

Compatibility and Certifications:

- Plug-and-play USB connectivity
- Certified for Skype for Business and ready for Teams
- Zoom Certified
- Fuze Certified
- Compatible with Google Meet
- Microsoft Cortana®
- Cisco Jabber®
- Compatible with BlueJeans, BroadSoft, GoToMeeting, Vidy, and other video conferencing, recording, and broadcasting applications that support USB cameras
- Warranty Period: 2 Years

D. Logitech Wireless mouse and keyboard+ palm

E. HDMI Cables

F. VGA Cables

Annex B: Bid Submission Form

To: IDLO

Dear Sir/Madam,

Having examined the Invitation to Bid (ITB), the receipt of which is hereby duly acknowledged, we, the undersigned, offer to deliver goods in conformity with the said Invitation to Bid as may be ascertained in accordance with the Price Schedule attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to perform in accordance with the Contract to be entered into with IDLO for the goods enumerated in the price schedule, per the terms of reference in Annex A.

We understand that you are not bound to accept any Bid you may receive.

Date:	
Name, Signature & Position:	
Duly authorized to sign the bid for and on behalf of:	

Other notes:

- Kindly note that the goods quoted shall correspond to the TORs given in Annex A above.
- Prices must be inclusive of all applicable taxes.

Annex C – Price Schedule

The rates and prices include all necessary costs for all labour, materials, tools and utilities, all overhead, profit, taxes and duties, together with all general risks, liabilities, insurance and requirements set out or implied in the Agreement including ANNEX-A, Terms of References.

Service Provider Name	
Service Provider Full Address	

Technical Specifications Checklist

IDLO's minimum Technical requirement	Your offer Please specify	Bidders to confirm compliance/non-compliance
All items must be new brand-best quality.		___ YES ___ NO
Goods should meet the specifications required.		___ YES ___ NO
Original company packed		___ YES ___ NO
Delivery Period: 20 calendar days after sign of Contract/PO		___ YES ___ NO
Warranty Period		___ YES ___ NO

Timeline for Products Delivery

Vendor is to complete the supply & delivery of the goods requested as per the following schedule after award of the Purchase Order and placement of order:

No.	Activity Description	Timeline to deliver the items	Remarks
1	Supply & Delivery of goods in accordance with technical specifications provided under Annex-A	20 calendar days	

Price Schedule

N	ITEM NAME	ITEM DESCRIPTION	UNIT	QUANTITY	UNIT COST USD	TOTAL COST
1	TV + Wall bracket	Color TV 75 Inches + Wall bracket including installation.	Set	1		
2	TV + Wal Bracket	Color TV 43 Inches + Wall Bracket including installation.	Set	1		
3	Logitech Rally Conference Call Equipment	Full Set Logitech rally conference call equipment for recommended 25 Seats.	Set	1		
4	Logitech Small Group Conference Call equipment	Full Set Logitech small group conference call equipment for recommended 10 Seats.	Set	1		
5	HDMI Cable	HDMI Cable 5 Meter	Pcs	1		
6	HDMI Cable	HDMI Cable 10 Meter	Pcs	1		
7	VGA Cable	VGA Cable 5 Meter	Pcs	1		
8	VGA Cable	VGA Cable 10 Meter	Pcs	1		
9	Extra Microphone for Rally	Extra MIC Rally for recommended 25 Seats.	Pcs	4		
GRANT TOTAL USD						

Note:

1. Any changes towards the unit and format of this quotation form shall disqualify your offer.
2. The price should include delivery to IDLO office located at Camp Baron, Kabul, Afghanistan or any other location within Kabul city.

The rates and prices shall include all necessary costs for all labor, materials, tools and utilities, all overhead, profit, taxes and duties, together with all general risks, liabilities, insurance and requirements set out or implied in the Agreement

Name, position and signature of the Bidder	Bidder's Stamp
<hr/> <p><i>Duly authorised to sign this Bid</i></p> <p>Date:</p>	

Annex D - IDLO Special Conditions of Contract

The following Special Conditions of Contract shall supplement and/or amend the IDLO General Terms and Conditions for the Procurement of Goods. Whenever there is a conflict, the provisions of the Special Conditions of Contract shall prevail over those in IDLO General Terms and Conditions for the Procurement of Services.

Place of delivery	IDLO Kabul Branch Office
Delivery date	Goods will be delivered to IDLO Kabul Branch Office after contract signature by last party within 20 calendar days.
Payment terms	IDLO will process payment within 30 days after satisfactory receipt of all goods/ provision of services and upon receipt of the complete and correct invoice by the service provider.

Annex E - IDLO General Terms and Conditions for the Procurement of Goods

Any bid submission will imply the unconditional acceptance of IDLO General Terms and Conditions for the Procurement of Goods.

Annex F - IDLO Supplier Code of Conduct

IDLO recognizes the universal and fundamental values enshrined in international instruments in the areas of human rights, labor, environment and anti-corruption.

IDLO expects its Suppliers to respect fundamental social and human rights, and the equal rights of men and women, take responsibility for minimizing the environmental impact of their activities, endorse ethical business practices and reach the following goals:

1. Supplier Relationships: The provisions of this Code of Conduct set forth the expectations of all suppliers with whom IDLO does business. IDLO expects that these principles apply to suppliers, parent entities and subsidiary or affiliate entities, as well as all others with whom they do business including employees, subcontractors and other third-parties. IDLO expects suppliers to ensure that the rules and standards of this Code of Conduct are communicated to their employees and subcontractors.

2. Promoting the Principles of this Code of Conduct: IDLO expects that its suppliers will establish and maintain appropriate management systems whose scope is related to the content of this Code of Conduct, and that they actively review, monitor and modify their management processes and business operations to ensure they align with the principles set forth in this Code of Conduct. All principles contained in this Code of Conduct are of equal importance independently of their order of appearance.

3. Subcontracting: IDLO expects that its suppliers encourage and work with their own suppliers and subcontractors to ensure that they also strive to meet the principles of this Code of Conduct or equivalent set of principles.

Labor:

4. Freedom of Association and Collective Bargaining: IDLO expects its suppliers to recognize and respect the rights of employees to freely associate, organize and bargain collectively in accordance with the laws of the countries in which they are employed, as well as core international principles on Freedom of Association and collective bargaining. IDLO recognizes the importance of open communication and direct engagement between workers and management and suppliers are to respect the rights of workers to associate freely and communicate openly with management regarding working conditions without fear of harassment, intimidation, penalty, interference or reprisal.

5. Forced Labor: IDLO expects its suppliers to prohibit any use of forced, bonded or indentured labor or involuntary prison labor, and embrace employment practices consistent with international rules on forced labor. All work, including overtime work, will be voluntary and workers should be free to leave upon reasonable notice. Suppliers should also not mandate that workers hand over government-issued identification, passports or work permits as a condition of employment.

6. Child Labor: IDLO expects its suppliers, at a minimum, not to engage in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child. The minimum admission to employment or work shall not be less than the age of completion of compulsory schooling, normally not less than 15 years or 14 where the local law of the country permits, deferring to the greatest age. Additionally, all young workers must be protected from performing any work that is likely to be hazardous or to interfere with the child's education or that may be harmful to the child's health, physical, mental, social, spiritual or moral development. All suppliers should also adhere to legitimate workplace apprenticeship programs and comply with all laws and regulations governing child labor and apprenticeship programs.

7. Discrimination: IDLO does not tolerate any form of discrimination in hiring and employment practices on the ground or race, color, religion, gender, sexual orientation, age, physical ability, health condition, political opinion, nationality, social or ethnic origin, union membership or marital status. IDLO also discourages discrimination regarding access to training, promotion, and rewards.

8. Working Hours: IDLO expects its suppliers to comply with all applicable working hour requirements as established by local law, and should never exceed 60 hours per week, including overtime, except in emergency or unusual situations. Suppliers must ensure that all overtime work is voluntary and compensated at the prevailing overtime rates. Suppliers are encouraged to ensure that workers are provided with one day off in every seven-day week.

9. Compensation: IDLO expects its suppliers to comply, at a minimum, with all wage and hour laws and regulations, including those pertaining to minimum wages, overtime wages, piece rates, other elements of compensation and to provide legally mandated benefits.

Human Rights:

10. Human Rights: IDLO expects its suppliers to support and respect the protection of internationally proclaimed human rights and to ensure that they are not complicit in human rights abuses.

11. Harassment, Harsh or Inhumane Treatment: IDLO expects its suppliers to create and maintain an environment that treats all employees with dignity and respect and will not use any threats of violence, sexual exploitation or abuse, verbal or psychological harassment or abuse. No harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.

12. Health and Safety: IDLO expects its suppliers to follow all relevant legislation, regulations and directives in the country in which they operate to ensure a safe and healthy workplace or any other location where production or work is undertaken. At a minimum, suppliers should strive to implement recognized management systems; reasonable access to potable water and sanitary facilities; fire safety; emergency preparedness and response; industrial hygiene; adequate lighting and ventilation; and occupational injury and illness and machine safeguarding. Suppliers will also ensure these same standards apply to any dormitory or canteen facilities.

13. Mines: IDLO expects its suppliers to strive not to engage in the sale or manufacture of anti-personnel mines or components utilized in the manufacture of anti-personnel mines.

Environment:

14. Environmental: IDLO expects its suppliers to comply with existing legislation and regulations regarding the protection of the environment. Suppliers should wherever possible support a precautionary approach to environmental matters, undertake initiatives to promote greater environmental responsibility and encourage the diffusion of environmentally friendly technologies implementing sound life-cycle practices.

15. Chemical and Hazardous Materials: Chemical and other materials posing a hazard if released to the environment are to be identified and managed to ensure their safe handling, movement, storage, recycling or reuse and disposal.

16. Wastewater and Solid Waste: Wastewater and solid waste generated from operations, industrial processes and sanitation facilities are to be monitored, controlled and treated as required prior to discharge or disposal.

17. Air Emissions: Air emissions of volatile organic chemicals, aerosols, corrosives, particulates, ozone depleting chemicals and combustion by-products generated from operations are to be characterized, monitored, controlled and treated as required prior to discharge.

18. Minimize Waste, Maximize Recycling: Waste of all types, including water and energy, are to be reduced or eliminated at the source or by practices such as modifying production, maintenance and facility processes, materials substitution, conservation, recycling and re-using materials.

Drug trafficking and Terrorism:

19. Drug Trafficking: IDLO expects its suppliers to warrant that neither they, nor any of their employees and subcontractors, are engaged in the manufacture, sale, transportation, or distribution of any drug or narcotic substance deemed to be illegal in either the country of manufacture or delivery of the goods or services to be provided to IDLO.

20. Terrorism: IDLO expects its suppliers to warrant that neither they, nor any of their employees and subcontractors, are engaged directly or indirectly in terrorism, or in the finance or support to terrorists. Further, IDLO expects its suppliers to warrant that neither they nor their staff, nor any other recipients of funds from the supply of goods or services to IDLO, are listed in any sanctions list maintained by the United Nations Security Council; the United States Department of the Treasury, Office of Foreign Assets Control; or the European Union. Should the supplier, its staff, or other recipients of funds from the supply of goods or services to IDLO be included in any of the above-listed sanctions lists, the supplier is expected to notify IDLO immediately.

Bribery & Corruption:

21. Corruption: IDLO expects its suppliers to adhere to the highest standard of moral and ethical conduct, to respect local laws and not engage in any form of corrupt practices, including extortion, fraud, or bribery, at a minimum.

22. Conflict of Interest: IDLO suppliers are expected to disclose to IDLO any situation that may appear as a conflict of interest, and disclose to IDLO if any IDLO official or professional under contract with IDLO may have an interest of any kind in the supplier's business or any kind of economic ties with the supplier.

23. Gifts and Hospitality: IDLO does not accept any type of gift or any offer of hospitality. IDLO will not accept any invitations to sporting or cultural events, offers of holidays or other recreational trips, transportation, or invitations to lunches or dinners. IDLO expects its suppliers not to offer any benefit such as free goods or services or a work position or sales opportunity to IDLO personnel in order to facilitate the supplier's business with IDLO.

24. Monitoring and Evaluation: IDLO may conduct on-site evaluations and inspections of its suppliers' facilities and those of their subcontractors to review their progress towards these principles. It is the expectation of IDLO that suppliers, at a minimum, have established clear goals toward meeting the standards set forth in this Code of Conduct. IDLO may monitor that milestones have been set and management systems have been put in place to ensure that the principles set out in this Code of Conduct have been met and failure to do so may impact the future ability of a supplier to do business with IDLO.